

DEPARTMENTAL BUDGET INFORMATION CITY CLERK (70)

STATEMENT OF PURPOSE

The City Clerk's Office serves as the Scribe for the City Council; maintains public records and custodial duties for the Corporate Seal; certifies official documents; administer's oaths and takes affidavits, and performs all duties related to the Chairpersonship of the Department of Elections, and exercises other powers and duties as provided by law and addressed in the City Charter of the City of Detroit.

DESCRIPTION

The Office of the City Clerk meets the goals of the agency as defined by City Charter and serves as the keeper of records on behalf of the City of Detroit regarding the business transactions of the legislative and executive branch of government. The City Clerk also maintains the custodial role of the Corporate Seal of the City and all duties including certification and administration of all official City documents, oaths, and affidavits, including provisions for responding to citizens' requests for information and exercising the powers and duties as prescribed by law and the City Charter. In order to meet this broad goal and attending objectives, inclusive of developing measures of performance and outcomes, this office requires ongoing planning, implementation strategies and incorporating goal-based budgeting processes for effective management and the provision of quality services to citizens.

Additional duties and responsibilities of the Office of the City Clerk as prescribed by the Charter are to serve as the Chair of Elections and perform oversight duties with the Election Department and to provide general oversight in concert with the Election

Commission for all elections that take place in the City of Detroit.

MAJOR INITIATIVES FOR FY 2007-08

The City Clerk's Office major initiatives will assist us in increasing efficiency, productivity and improve our internal organizational structure.

The opening of the City Clerk's Office Archives and Records Management Division in Suite 1600 of Cadillac Tower will ensure that all records and documents are maintained in an authentic and reliable manner; have integrity; and are usable regardless of the format and the media on which they are contained. Providing for instant document retrieval is not only imperative but cost efficient and enhances productivity.

The creation of the archives and records management division will allow us to:

- Enforce consistent record policies for both physical and digitized documents.
- Manage records and documents including, e-mail and digital video and audio from a single application.
- Implement a file plan with a customized folder structure.
- Collect records or documents or other materials of historical interest and value via software designed for distribution or backup.

The implementation of an Electronic Agenda and Legislative Management System is a major initiative for the **City Council Support Section**. This new form of document management will enhance last year's laptop initiative and also complement

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City Council's new Standing Committee Structure.

The implementation of this system will:

- Reduce the preparation time for Standing Committee Calendars, Formal Session Agendas, Board Books and significantly reduce copying and printing.
- Allow calendar and agenda items to be electronically submitted in a consistent format with supporting documents and reports.
- Create calendars, agendas, committee reports, and meeting minutes in a standard format.
- Permit secured public access to calendars and agendas via the City of Detroit website.

Completing the next phase of the Codification Project remains a major initiative. This City Charter mandates re-codification to ensure City Codes/Ordinances are in compliance with state and federal standards. This project requires several years to complete. Three years after completion, the re-codification process starts all over again.

In FY 2007-08, the committee assigned to convene and direct the work of the Codification Project completed the first phase of the project. This committee consisted of representatives from the Law Department, City Council Research and Analysis Division, and the Office of the City Clerk.

The second phase will involve the committee's review of the legal manuscripts.

While re-codification has not taken place for many years, my goal is to have a complete re-codification process completed before December 2009.

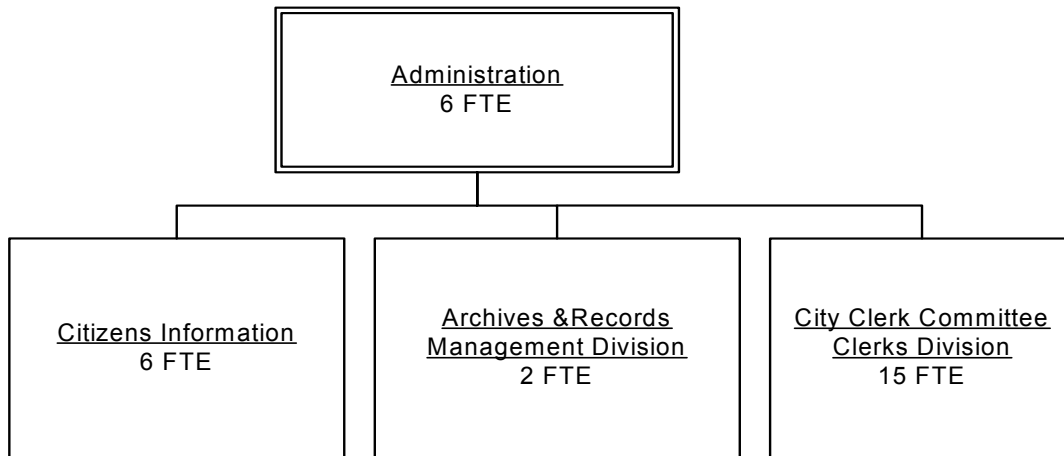
PLANNING FOR THE FUTURE FOR FY 2008-09, FY 2009-10 and BEYOND Creation of Archives and Record Keeping Division

- Conduct a records appraisal of the Archives and Records Management Division.
- Prepare a records and retention disposal schedule that is consistent with that of the State of Michigan Archives Department.
- Rebind approximately 200-300 Journal of City Council Books.
- Develop an Automated Records Management System that can be used by the public to retrieve current and historical city documents.
- Implement a document imaging system that is user friendly and provides quick and easy access to City Council proceedings and other documents.
- Develop a page on the City of Detroit website specifically for the Archives and Records Management Division.

Generate New Processes and Procedures to Support City Council

- Application of a voice recognition system which would have the ability to recognize individual voices and/or words to provide automated and accurate transcription of Council meetings.
- Revise the petition database to include the petition status for easier tracking.
- Create a database for ordinances that will track ordinances from introduction to adoption.

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PERFORMANCE MEASURES AND TARGETS

Type of Performance Measure: List of Measures	2006-07 Actual	2007-08 Projection	2008-09 Target
Inputs: Resources Allocated or Service Demands Made			
City Council Sessions	210	210	42
Committee Meetings	64	80	210
Closed Sessions	30	25	25
Discussions Held	530	320	325
Hearings Held	40	400	425
City Council Task Force Meetings	60	60	75
Outputs: Units of Activity directed toward Goals			
Petitions Processed	1,500	1,150	1,050
Ordinances Processed	50	45	40
Dangerous Building Hearings	1,500	1,200	1,400
Neighborhood Enterprise Zone (NEZ) Applications	2,500	6,000	750

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EXPENDITURES

	2006-07		2007-08		2008-09			
	Actual		Redbook		Mayor's		Variance	Variance
	Expense				Budget Rec			Percent
Salary & Wages	\$ 1,217,567	\$	1,399,254	\$	1,512,145	\$	112,891	8%
Employee Benefits	790,089		930,263		953,706		23,443	3%
Prof/Contractual	5,272		-		-		-	0%
Operating Supplies	48,860		40,000		40,000		-	0%
Operating Services	1,034,033		1,290,135		1,334,031		43,896	3%
Capital Equipment	25,253		-		-		-	0%
Fixed Charges	6,594		-		-		-	0%
Other Expenses	53,660		30,000		17,700		(12,300)	-41%
TOTAL	\$ 3,181,328	\$	3,689,652	\$	3,857,582	\$	167,930	5%
POSITIONS	25		29		29			0%